

UNPAID PARENTAL LEAVE POLICY

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FEARNHILL SCHOOL

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1. Introduction and Scope

There will be occasions when working parents wish to take time off work to care for or spend time with their child or children.

Unpaid Parental Leave is not the same as Shared Parental Leave. Shared Parental Leave enables mothers/adopters to commit to ending their maternity or adoption leave and pay at a future date, and to share the untaken balance of leave and pay as Shared Parental Leave and pay with their partner, or to return to work early from maternity leave and opt in to Shared Parental Leave and pay at a later date. Please see separate Shared Parental Leave Policy.

2. Eligibility

Parental leave is available to employees who have been continuously employed for a period of 12 months' and who meet one of the following conditions:

- They are the parent of a child who is under 18 years of age.
- They have adopted a child under the age of 18 (the right to parental leave lasts for a period of 5 years from the date of adoption or until the child's 18th birthday, whichever is the sooner).

You must be taking the leave to spend time with or otherwise care for the child.

3. Amount of Parental leave

If you are eligible for parental leave, you will be entitled to up to 18 weeks' unpaid parental leave per child, which can be taken up until the child's 18th birthday. If you work part time, your entitlement to leave will be pro rata to the weekly hours or days worked.

Employees may take up to four weeks' leave in respect of any individual child in any year.

Unpaid parental leave must be taken in blocks of one week (except in relation to a child who is disabled).

4. Notice of Intention to take Parental Leave

To apply for parental leave, you must provide at least 21 days' notice of the period of leave that you propose to take. This notice must specify the dates on which the period of leave is to begin and end.

The school may postpone a period of ordinary parental leave (other than where parental leave has been requested immediately after childbirth or immediately after placement for adoption) where it considers that its business would be unduly disrupted if the employee were to take leave during the period requested. In such a case, the school will allow the employee to take an equivalent period of unpaid parental leave beginning no later than six months after the commencement of the period originally requested. The school will give notice in writing of the postponement stating the reason for it and specifying suggested dates for the employee to take parental leave. Such notice will be given no more than seven days after the employee's notice was given to the school.

5. Keeping Records

Employers are not required to keep statutory records of parental leave taken, however it is advisable that Headteachers may wish to record requests for parental leave and the amount of parental leave taken. It is open to employers to make enquiries of a previous employer or seek a declaration from the employee as to how much parental leave they have taken.